

Design Review Board

November 14, 2018

MINUTES OF A SPECIAL MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, NOVEMBER 14, 2018, AT 6:30 P.M. IN THE LADIES LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

A **Special Meeting** of the Design Review Board of the Town of Clarkdale was held on Wednesday, November 14, 2018, at 6:30 p.m. in the Ladies Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

BOARD MEMBERS:

Chairperson	Laura Jones	Present
Vice Chairperson	Aaron Midkiff	Excused
Board Members	Mike Garvey	Present
	Robyn Prud'homme-Bauer	Present
	Michael Lindner	Present

STAFF:

Project Manager	Mike Gray
Senior Planner	Beth Escobar

1. **AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:30 p.m.
2. **AGENDA ITEM: ROLL CALL:** Project Manager Gray called roll.
3. **AGENDA ITEM: PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit comments to **FIVE minutes**.

No public comment.

4. **AGENDA ITEM: MINUTES:**
 - a. Consideration of the **Regular Meeting Minutes of September 5, 2018.** Board Member Prud'homme-Bauer motioned to approve the **Regular Meeting Minutes of July 5, 2018.** Board Member Garvey seconded the motion. **The motion passed unanimously.**

5. **AGENDA ITEM: REPORTS:**

Chairperson and Member Report:

- Board Member Prud'homme-Bauer reported the Annual Made In Clarkdale dates will be December 6-9. MIC will be making ornaments with kids in the park gazebo on December 1 from 12 2 p.m.-
- Chair Jones welcomed new board member Michael Lindner. Michael shared his local upbringing and recent return to Clarkdale after 33 years.

6. AGENDA ITEM: ELECTION:

- Chair/Vice Chair elections were deferred until the December meeting when Vice Chair Midkiff will be present.

7. AGENDA ITEM: NEW BUSINESS:

a. DISCUSSION/POSSIBLE ACTION:

Application #092190. Project Manager Gray introduced the applicants and summarized the staff report for the #1 Food Store Site Improvements with a PowerPoint presentation:

Background:

The property owners have submitted an application (*attachment 1*) to the Design Review Board for property improvement to the existing fueling station site at the # 1 Food Store, located at 755 State Route 89A, parcel #400-05-010H. The property is zoned (C) Commercial.



Fig. 1 Vicinity



Fig. 2 Site

#1 Food Store
755 State Route 89A
APN: 400-05-010H

Included with this packet please find the Project Narrative (*attachment 2*) in which the following changes are proposed:

1. Remove, re-site and replace sub-grade fuel storage tanks and associated lines.
2. Replace and expand the existing fueling facility to accommodate three pump stations.
3. Replace and expand the existing fuel station canopy to accommodate expanded facilities.
4. Improve and re-finish existing, illuminated monument sign.

No off-site improvements are being proposed, including any work to either of the driveway entrances. The proposed site plan is attached (*attachment 3*).

A public hearing is required and property owners within 1,000 ft. were appropriately notified by US Mail.

Only those items listed below are considered part of this application.

Removal & relocation of subgrade fuel storage tanks:

The existing sub-grade tanks will be removed and new, higher capacity tanks will be installed in the location indicated on the site plan. The new tanks will hold 15,000 gallons of unleaded fuel and 8,000 gallons of diesel fuel.

Driveway/parking lot:

The driveway/parking lot will be resurfaced roughly as shown in *Fig. 3 Driving Surface* with asphalt and concrete.



Fig. 3 Driving Surface

Canopy and pumps:

The existing pumps and canopy will be removed and replaced with a larger canopy and three new pump islands.

Traffic flow: The pump stations will be in a similar location, but angled, requiring traffic to turn slightly, altering the existing traffic pattern (see *Fig. 4 & 5*).

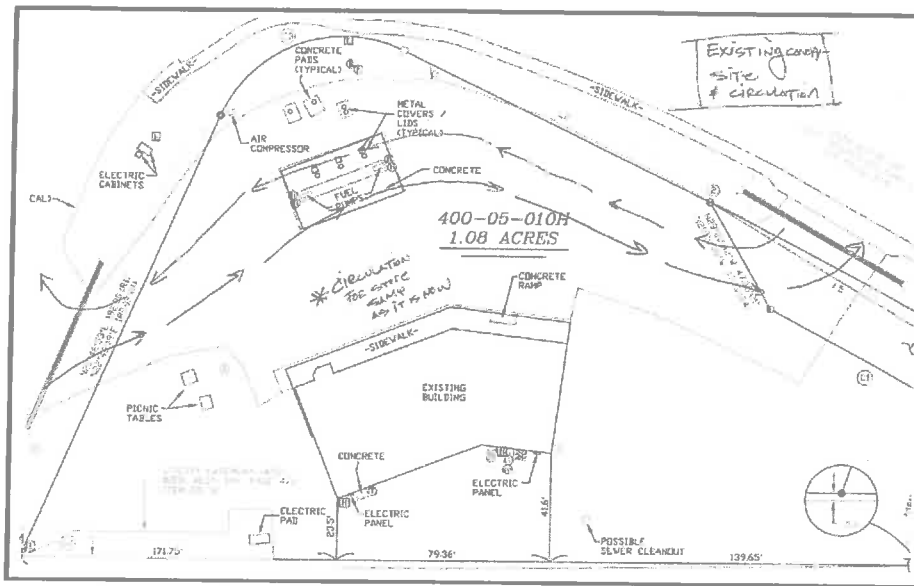


Fig. 4 Existing Circulation

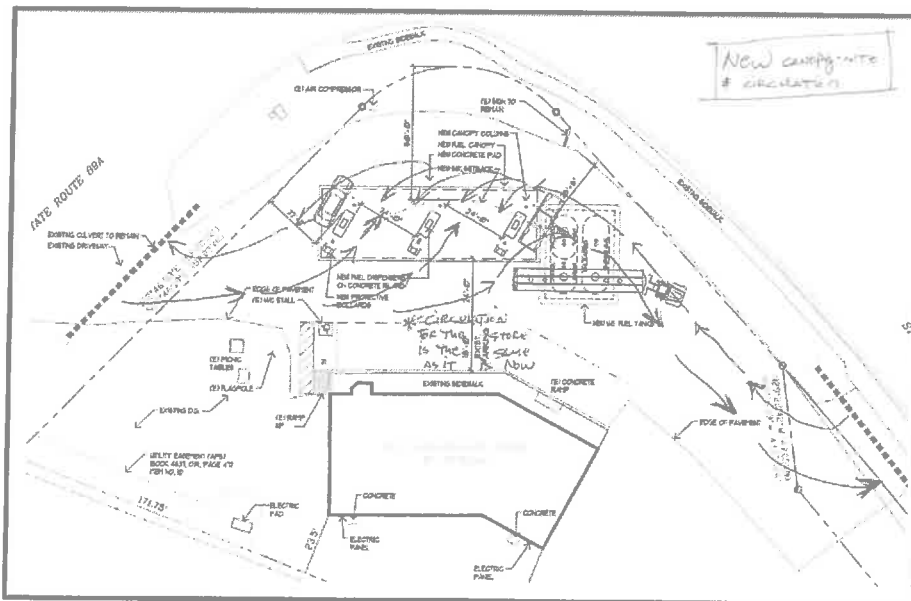
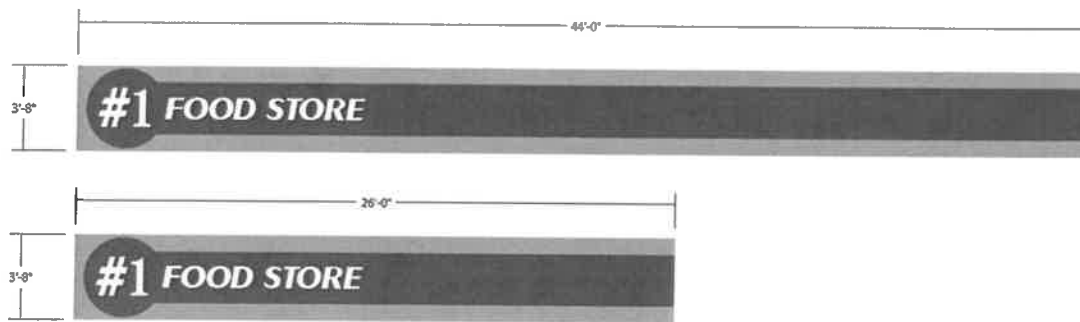


Fig. 5 Proposed Circulation

Canopy signs:

Canopy signs will be placed on all four fascia surfaces of the new structure. The canopy signs will be simple, vinyl lamination and will bear the #1 Food Store logo in colors specified in **Fig. 6**. Only the area of the decal covered by the characters “#1 Food Store” is considered sign area. Based on the images in Fig. 6, each “sign” is approximately 3’8” x 12’ or 44 square feet. The total signage area as proposed is approximately (44 sf x 4) 176 square feet. The signage on the canopy will not be reflective or illuminated.



VINYL

Scale:
1/4" = 1'-0"

Produce and install vinyl lettering and background. All four (4) sides.
Colors T.B.D.

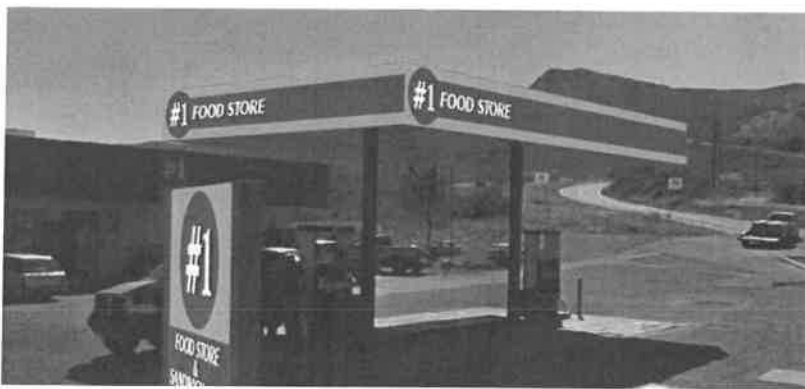


Fig. 6 Canopy Elevation & sign area

Under-canopy illumination:

The underside of the canopy will feature a total of six LED (Light Emitting Diode) canisters as specified by manufacturer and part number below (*see attachment 6 for lighting information*).

- Manufacturer: LSI
- Model #: CRUS SC LED SS 50 UE WHT HL

Main building color theme:

The applicant states the existing blue fascia and trim will be painted Candy Apple (R40), and the existing cream colored, exterior walls will be painted Glidden Elegant Charcoal (CN64) (*see Fig. 7*). This color scheme is consistent with the applicant's other location, the "QC Quick Country Store" at 9100 Western Drive in Cottonwood (*see Fig. 8*).

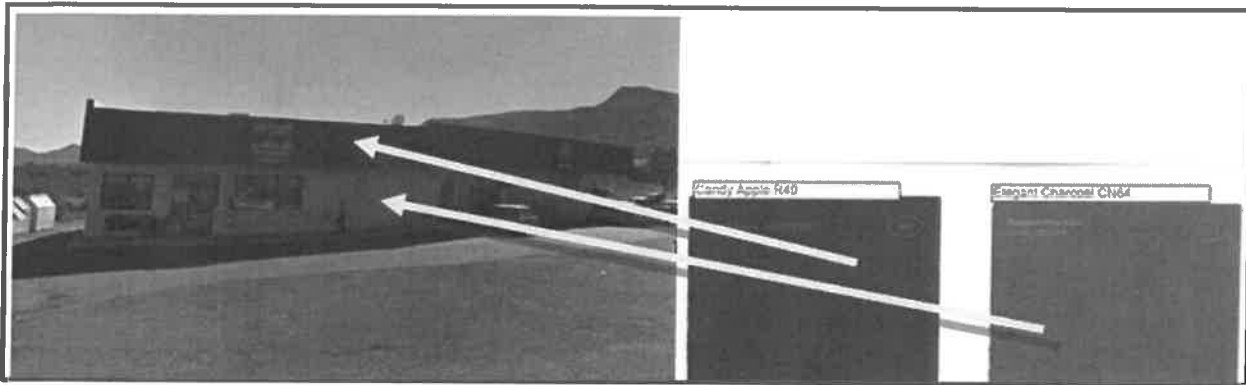


Fig. 7 Main Building Color Theme



Fig. 8 Applicant's other location
9100 Western Drive, Cottonwood, AZ

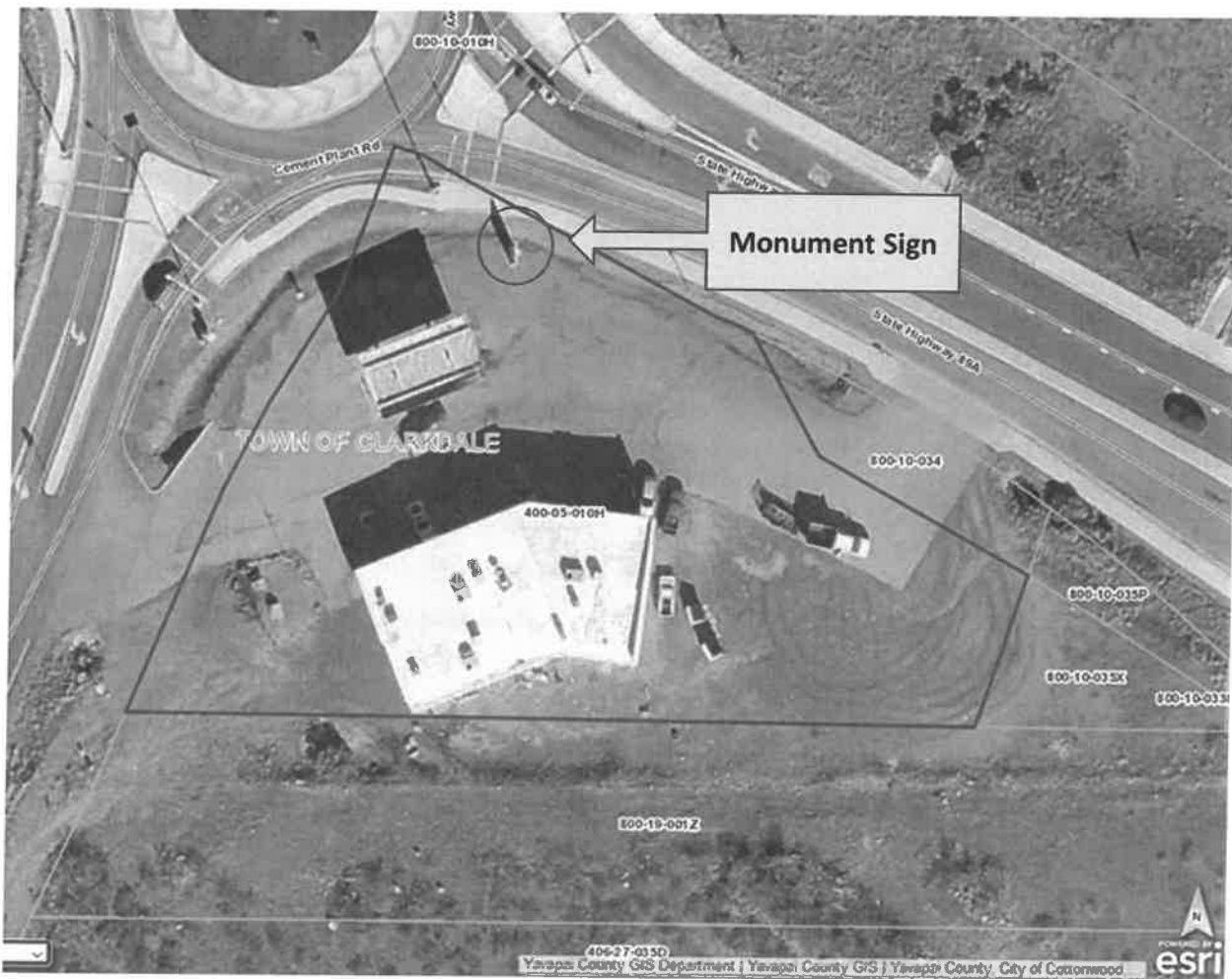


Fig. 9 Existing monument sign

Monument sign improvement:

The applicant proposes to improve and refinish the existing badly weathered monument sign (*Fig. 9*) to match the proposed décor of the canopy. This is already an illuminated, non-reflective sign. The applicant proposes to paint the existing sign posts to R40 Red as specified in *Fig. 10*.

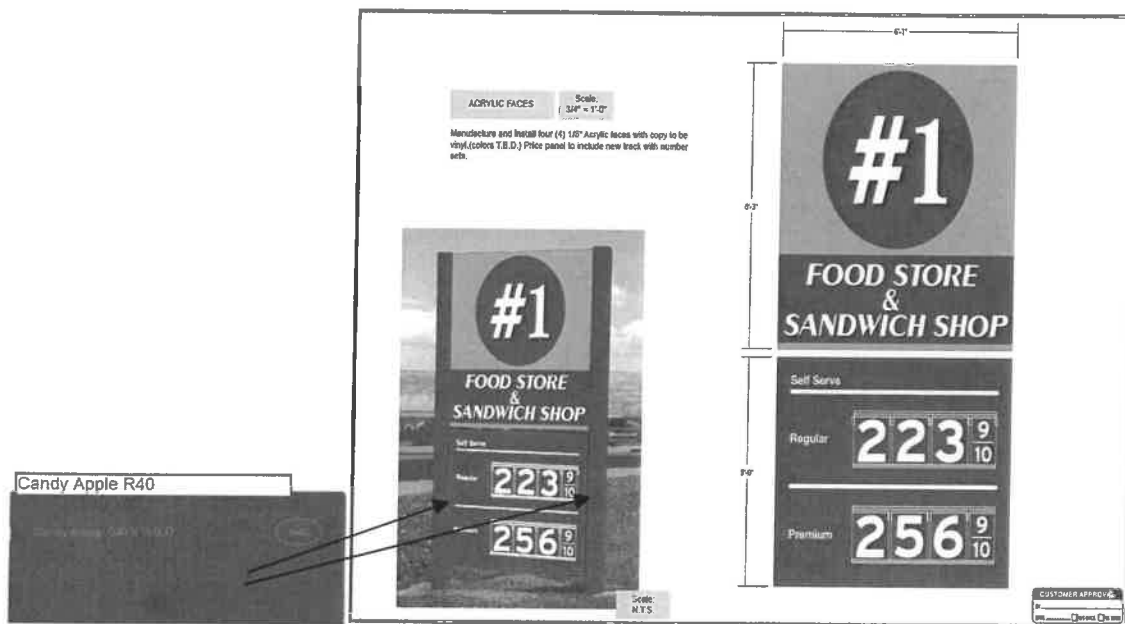


Fig. 10 Improvements to existing sign

Landscaping summary:

No landscaping plan has been submitted with this application. The likelihood that the Board would make stipulations was discussed with the applicant during the application process. Staff recommends taking advantage of the property's slope and paved surface to collect water in basins landscaped with vegetation selected from the Town's approved plant list.

Irrigation system:

None proposed. As noted above, through the use of rainwater catchment and hand watering a small drought tolerant area of vegetation could be established without the installation of an irrigation system.

Request for comment by other agencies:

The following comments about this project were received by standard agencies.

1. **Clarkdale Police Department:** Expressed a concern about having seen heavy trucks at the location and anticipates problems with the tightened turning radius posed by the new traffic flow plan. **Staff note:** Large delivery trucks have been observed accessing the site, but not for fueling purposes. Applicant states the existing circulation pattern of delivery trucks will not be impacted by the proposed changes.

- a. **Applicant response:** "The current #1 Food Store is designed as a convenience store with fuel for automobiles. This location is not designed for fueling of large diesel (semi) trucks (typically found) at a truck stop location on a major highway like I-10 to California and as depicted in the attachment sent. The re-design maintains this concept. Additionally, the new design with the relocation of the fuel tanks provides for a much more logical tank location with better and easier access for the fuel truck to get in and out of the site without having to maneuver around the canopy, cars fueling & the pumps (like the current configuration does). The site plan depicts a fuel truck that is able to pull straight in and leave the site without

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having to go around the canopy, thus making the site flow much better. Lastly, the flow volume of the fuel dispensers themselves will not satisfy what is required for a semi-truck and Semi-Truck drivers understand this and know it is not a location that meets their fueling requirements or needs."

2. **Verde Valley Fire District:** *"A preconstruction conference is required for this project after the building permit has been issued by Town of Clarkdale and approvals from the Arizona Department of Environmental Quality prior to commencement of any work."*
3. **A.D.O.T.:** *"ADOT requires a new traffic analysis be conducted when the traffic generation increases by more than 10%."*
 - a. **Clarkdale Public Works-Utilities Director's response:** *"If the information can document that the resulting improvements will not increase traffic by more than 10%, no further action would be needed. However, if the impact is greater than 10% then further analysis may be required and coordinated with ADOT."*
4. **Clarkdale Public Works:** *"Since this is an existing site, no additional requirements for drainage are being added related to onsite retention so long as the onsite non-permeable surface area is not being increased. However, the site shall provide for the protection of any potential flows from traveling offsite in the event of contamination from oil or fuel. The use of a system like the "Envibro" or approved equal is required. This does not include the requirement for a drywell."* **Staff note:** The product mentioned is a petroleum-trapping pre-treatment system that can be used in conjunction with a dry well.
5. **Clarkdale Utilities:** *"In compliance with the Arizona Administrative Code 18-4-215 Backflow Prevention, and the Town Code, Chapter 19 Water Utility, Section 19-6-2, a Backflow Prevention Device shall be installed as close as possible to the water service connection."*
6. **Yavapai County Flood:** Returned form with no comment.

The comments will be addressed and satisfied.

Staff analysis:

Site Plan Review requirement

Zoning Code Chapter 11, Section 11-1 Purpose and Applicability of Design Review

A. This ordinance shall apply to new buildings and redevelopment as defined in this ordinance or the Town of Clarkdale Zoning Ordinance, except single family dwellings and accessory uses, and shall also apply to all public buildings and facilities. Structures (other than buildings), signs, landscaping, parking areas, public facilities and enclosures will be reviewed by the Design Review Board if a part of new building development or building redevelopment.

Staff reviewed the following items:

Main building color theme:

Zoning Code Chapter 11, Section 4-7, Material, texture and color

The materials, textures and colors of the façade of a building shall be visually compatible with the predominant materials, textures and colors used in the buildings and structures to which they are related.

The application complies. Staff believes the new color scheme will refresh the appearance of the existing site.

Lot coverage:

Zoning Code Chapter 3, Section 3-13 89A Corridor Commercial Overlay District

D. Lot coverage allowed for building, parking, driveways and accessory buildings is fifty percent, with fifty percent of the parcel's gross area maintained as permanent undisturbed desert.

The application is considered legal non-conforming since:

1. Less than fifty percent of the lot remains unpaved or undeveloped and
2. Almost all of the parcel has, at some point, been disturbed, and none maintained as permanent, undisturbed desert.

This property was developed prior to adoption of the 89A Overlay District it is considered a legal non-conforming property.

Canopy signage:

Canopy signage is allowed per Section 7-8.B of the Sign Code and shall be counted towards the maximum signage square footage.

Monument sign:

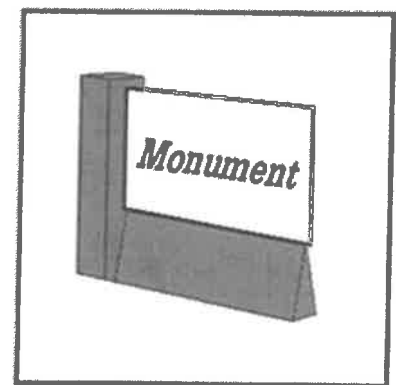
Zoning Code Chapter 7, Section 8 Permitted Signs.

C. Freestanding Monument Signs:

1. ***Permitted in commercial and multi-family zoning districts and for residential subdivisions.***

The application complies.

2. ***Minimum setback from property line equals 1 foot for each foot of height of the sign for signs 6 feet or less in height; for signs in excess of 6 feet in height the setback shall be greater than or equal to the height of the sign.***



The existing sign is considered legal, non-conforming as it is only 9'11" from the back of sidewalk. It would need to be at least 12'4" from the back of the sidewalk to comply, (*see item 6 below*), but this situation was created by the SR 89A improvement project completed by ADOT.

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- 3. Low-water use, drought-tolerant plants from the Town of Clarkdale Plant List, Section 9-9 of the Zoning Code, or landscape rocks may be placed around the sign base to minimize the visual impact of a monument sign and create a visually attractive appearance.***

The application does not include a landscaping plan. The applicant understands this may be a stipulation by DRB. As stated above with the landscaping summary, staff recommends taking advantage of the property's slope and paved surface to collect water in basins landscaped with vegetation selected from the Town's approved plant list.

- 4. One monument sign is allowed for each road intersection providing access to the property.***

The application complies and does not propose any additional monument signage.

- 5. Base of sign must be in proportion to sign size area.***

The application complies. No changes other than color are proposed to the base of the sign.

- 6. Maximum height of sign and base shall not exceed 10 feet above existing grade at time of construction.***

The existing sign does not comply, as it stands 12'4" high, however, the sign existed prior to adoption of the current code and is determined to be legal, non-conforming.

The application is also affected by ***Section S.-89A Overlay District:***

- 1. Signage shall be minimal and shall consist of either wall signs or monument signs. Wall signs shall not exceed eight feet in height and monument signs shall be no greater than four feet in height. (Prior code § 7-8)***

The application does not comply but the sign was pre-existing and the non-compliance situation was caused by the 89A Overlay District. The sign is considered to be legal, non-conforming.

Zoning Code Chapter 7, Section 7-9 Maximum Sign Square Footage for Commercial Uses.

The maximum allowable combined signage size is calculated as 1.5 square feet (sf) per 1 linear foot of street frontage.

The application complies. The street frontage is approximately 500 linear feet. The current and proposed monument sign is 136.8 sf (68.4 sf. x two sides), and the maximum square footage allowed, based on street frontage is approximately 750. Including the canopy signage, the application only calls for 312.8 sf.

Canopy lighting:

Zoning Code Chapter 8, Section 8-7, Outdoor Lighting Code, Lighting Requirements:

The only additional lighting proposed will be under the new canopy, and will comply with TOC Zoning Code 8-7. The underside of the canopy will feature a total of six LED canisters, with total light output of 82,044 lumens (see attached "Canopy light" submittal).

Manufacturer: LSI

Model #: CRUS SC LED SS 50 UE WHT HL

M. Lighting for Service Station or similar canopies shall be considered Class 1 lighting. All luminaries shall be flush with the lower surface of canopies and utilize flat glass or plastic covers. The total light output used for illuminating service station canopies, defined as the sum of under-canopy initial bare-lamp outputs in lumens, shall not exceed forty (40) lumens per square foot of canopy. All lighting mounted under the canopy, except internally illuminated signs, shall be included in the total. Fifty percent (50%) of the lumen output of all lamps mounted within or under a canopy, except internally illuminated signs, is included in the lumen caps in Section 8-070 J.

The application complies. Per page A-11 Fig. 1 *Fuel Canopy Plan*, the proposed canopy is 83'x 26', or 2,158 square feet. The specified lighting provides only 82,044 lumens.

Existing exterior lighting:

Zoning Code 8-7, Outdoor Lighting Code, Lighting Requirements:

J. Except as permitted in Section 8-070 K, L, and M, total outdoor light output, excluding streetlights used for illumination of public rights-of-way, of any development project shall not exceed 100,000 lumens per net acre, averaged over the entire property. No more than 5,500 lumens per net acre may be accounted for by lamps in unshielded fixtures permitted in Section 8-070 R.

The subject property is 1.04 acres providing for the allowance of 104,000 lumens on the site. The site currently features minimal exterior lighting. There are no light poles on site, but two area flood light units illuminate the east side of the building. It appears they are currently aimed in such a way as to be non-compliant with the T.O.C. Zoning Code 8-7 requirement that light not be allowed to spill across property lines. Correction of this condition should be as simple as adjusting the fixtures to aim more directly downward and staff has included a recommended stipulation.

The front side of the building is illuminated with canister lights that are aimed directly downward under the awning that forms the front of the building.

As noted above, the new canopy lights will total 82,044 lumens. Staff believes the existing exterior lighting is well under the remaining 17,956 lumens available for this site.

Once the lighting is adjusted to aim directly downward, the application complies.

Except as noted, this application complies with the above regulations. There are pre-existing conditions that do not comply (monument sign), but no expansion of these conditions is requested. Staff is

recommending a stipulation that existing lighting be examined and brought into compliance with the code.

Staff detailed recommendations:

Staff recommends approval of **DRB-092190 #1 Food Store** with the following stipulations:

1. The site modifications shall be constructed and shall be installed as reviewed and approved by the Design Review Board. A building permit will be required for all sub-grade work, site work and work above grade.
2. All contractors shall have a current business license with the Town of Clarkdale.
3. Any alteration to elements approved by Design Review Board shall be reviewed and approved by the Director of Community Development, who may, prior to implementation, determine any need for the application to return to DRB for review and approval.
4. A Traffic Impact Analysis shall be conducted that records current traffic on the site and traffic on the site after the proposed improvements. If the resulting improvements will not increase traffic by more than 10%, no further action would be needed. However, if the impact is greater than 10% then further analysis may be required and coordinated with ADOT.
5. The site shall provide for the protection of any potential flows from traveling offsite in the event of contamination from oil or fuel. The use of a waste-water pre-treatment system like the "Envibro" or approved equal is required. This does not include the requirement for a drywell.
6. All existing lighting shall be examined for compliance with the current lighting code and corrected if necessary.
7. Applicant shall install a landscape area at the top of the curve north of the new fuel station. Plants shall be selected from the approved plant list.
8. All lighting, signage, landscaping and related systems as installed shall comply with Town Code.
9. All construction activities shall be accompanied by the required permits.
10. All construction activities shall be limited to the subject property.
11. Any work or staging of materials or equipment that impacts the right of way shall require appropriate permits and coordination of construction vehicles.
12. Per Section 11-140 Post Approval Activities of the Zoning Code, construction of the improvements covered by any site plan approval must be substantially commenced within twelve (12) months of the date upon which the approval was granted. If construction has not been substantially commenced and substantially completed within the specified period, the approval shall be null and void. The applicant may request an extension of the approval deadline prior to the expiration of the period. Such request must be in writing and must be made to the Design Review Board. The Design Review

Board may grant up to two (2), six (6) month extensions to the periods if the approved plan conforms to the ordinances in effect at the time the extension can be granted and any and all federal and state approvals and permits are current.

13. Any and all work on this site shall comply with all applicable federal, state and local regulations.

DISCUSSION:

Extensive discussion occurred during the presentation:

- With visual aids, Project Manager Gray clarified site details with the applicant that had previously been discussed via telephone conversation.
- Board Member Prud'homme-Bauer expressed interest in improving the gravel area to the east of the existing building. Mr. Wilber stated that area will be improved when Town sewer lines go in to serve the new fire station. Meanwhile, they will add some gravel to improve the aesthetic of the area. Board Member Prud'homme-Bauer added her interest in improving the area to the west of the building as well. Mr. Wilber replied it is part of a longer range plan that is not included in the scope of this phase.
- Board Member Garvey expressed concerns about the aesthetic of asphalt replacement on the drive surface. Planning Manager Beth Escobar pointed out that that portion of the project will be addressed by the building permit process.
- A lengthy exchange regarding color schemes and visual aesthetics ensued between Board Members Garvey, Prud'homme-Bauer and Mr. Wilber. The discussion underscored information and photographs that were included in the staff report.
- Board Member Garvey commented that he sees H&H Trucking fueling at the station and Mr. Wilber stated they lost that account to Bennet Oil in Prescott. Board Member Garvey started to comment that "It still says, though that you'll have a tough time with semis –"
- J.R. Scott, of Cochise Contractors requested an opportunity to address the Board regarding some of the concerns:

Mr. Scott introduced himself and Cochise Contractors and:

- Stated site grading will not change.
- Stated the canopy & fuel islands will be bigger, as stated in the staff report.
- Stated the fuel tank pad will be moved to allow delivery trucks to off-load without blocking vehicles using pumps.
- Affirmed the conclusion of the previous conversation regarding matching color schemes.
- Stated his scope is limited to site improvements as they relate to the fueling facility, not the store, the landscaping etc.
- Briefly addressed lighting, offering to use the same lighting photo-metrics used in Flagstaff, and "projecting the right kind of light, and the right amount so we don't have an issue with that..."
- Explained the process and agencies involved with pulling the old fueling equipment, soil testing etc.
- Stated inclusion a storm/spill runoff pre-treatment system is not part of Cochise's bid or part of their process.
- Project Manager Gray then introduced Public Works-Utilities Director Hazine to address the use of such a system.
- Director Hazine explained the need for some sort of equivalent system to prevent contamination of our environment.

- Mr. Scott described the redundancy of safety systems in modern fueling equipment, asserting an “almost non-existent” chance of a spill occurring.
- Director Hazine replied that if there is any potential of contamination, there must be some sort of containment system, - and since this site is devoid of any retention basin, a spill would continue into the ADOT Right of Way (ROW) and into the adjacent environment.
- Board Member Prud’homme-Bauer pointed out the fact that a spill would flow into Deception Wash. Director Hazine agreed, but stressed the importance of containment.
- Planning Manager Escobar – Suggested the stipulation be written so that information will be provided by the applicant, at which point staff will review prior to approval of building permit.
- Chair Jones stated her support for xeric vegetation on the site, but also some disappointment around the color scheme. Others on the Board agreed.
- Board Member Prud’homme-Bauer commented that the parking area appears “tight”. Staff revealed it does meet code, and also that the architect had made a good effort to mitigate the situation. The applicants did say re-stripping would be included in this phase.
- Board Member Garvey asked if the iron bars on the window were part of the design. Mr. Wilber states he will remove them, but as a staff note, this is not part of the application.

6.c PUBLIC HEARING: Site Plan and design review of maintenance and improvements to an existing fueling station located at 755 State Route 89A in Clarkdale. The 1.04 acre property is Assessor’s Parcel Number 400-05-010H and the zoning is Commercial (C).

Chair Jones opened public comment:

- Board Member Lindner had some concerns about ADA parking and access, and incongruences between existing conditions and the construction drawings.
- Mr. Scott interjected ADA access is not part of the project – this is a fuel project, not a building improvement project, and that although the drawings show the location of certain features, they don’t necessarily reflect the condition of those features. However, since this is a Code compliance issue, the discussion pointed toward a need for the applicant to address ADA issues.
- With regard to the driveways, Board Member Lindner initiated discussion on where the property owner’s responsibility ends and the public entity’s responsibility begins. Director Hazine stated that the property owner has responsibility to maintain hardscapes from the property line into the (public entity’s) ROW, up to the connection to the roadway. Mr. Wilber acknowledged they will meet this requirement.
- Board Member Prud’homme-Bauer brought up a need to be sensitive to lighting issues and making the point that that the canopy’s elevated position above most of the Town and Mountain Gate subdivision is likely to generate complaints.
- Mr. Wilber answered Board Member Prud’homme-Bauer’s sign illumination concerns with an assurance that the proposed monument sign will not be as bright as the existing monument sign. Since fuel is available 24 hours a day, the sign will remain illuminated 24/7.
- Mr. Wilber initiated further discussion about the storm/spill runoff mitigation. It was reiterated that the stipulation only requires the possibility of a spill be addressed to the satisfaction of Public Works, irrespective of product brand selection. Board Member Garvey requested the reference to a brand-name system or approved equal not be included in any

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stipulation. Director Hazine said this is fine: the intent is to prevent the spread of any spill. If there was a retention basin on the property, this would not be a requirement.

Chair Jones closed the public comment section of the meeting.

6.d DISCUSSION/POSSIBLE ACTION: Site plan and design review of maintenance and improvements to an existing fueling station located at 755 State Route 89A in Clarkdale. The 1.04 acre property is Assessor's Parcel Number 400-05-010H and the zoning is Commercial (C).

There was no further discussion on this item.

BOARD ACTION: Board Member Garvey made a motion to approve the application with the staff stipulations except to modify #5 by striking the second sentence in the paragraph with reference to "use of Envibro or approved equal". The motion was seconded by Board Member Prud'homme-Bauer. The application was approved unanimously.

Chair Jones	Aye
Vice Chair Midkiff	Excused
Board Member Prud'homme-Bauer	Aye
Board Member Garvey	Aye
Board Member Lindner	Aye

STIPULATIONS FOR APPROVAL:

DRB-092190 is therefore approved with the following stipulations:

1. The site modifications shall be constructed and shall be installed as reviewed and approved by the Design Review Board. A building permit will be required for all sub-grade work, site work and work above grade.
2. All contractors shall have a current business license with the Town of Clarkdale.
3. Any alteration to elements approved by Design Review Board shall be reviewed and approved by the Director of Community Development, who may, prior to implementation, determine any need for the application to return to DRB for review and approval.
4. A Traffic Impact Analysis shall be conducted that records current traffic on the site and traffic on the site after the proposed improvements. If the resulting improvements will not increase traffic by more than 10%, no further action would be needed. However, if the impact is greater than 10% then further analysis may be required and coordinated with ADOT.
5. The site shall provide for the protection of any potential flows from traveling offsite in the event of contamination from oil or fuel. This does not include the requirement for a drywell.
6. All existing lighting shall be examined for compliance with the current lighting code and corrected if necessary.

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7. Applicant shall install a landscape area at the top of the curve north of the new fuel station. Plants shall be selected from the approved plant list.
8. All lighting, signage, landscaping and related systems as installed shall comply with Town Code.
9. All construction activities shall be accompanied by the required permits.
10. All construction activities shall be limited to the subject property.
11. Any work or staging of materials or equipment that impacts the right of way shall require appropriate permits and coordination of construction vehicles.
12. Per Section 11-140 Post Approval Activities of the Zoning Code, construction of the improvements covered by any site plan approval must be substantially commenced within twelve (12) months of the date upon which the approval was granted. If construction has not been substantially commenced and substantially completed within the specified period, the approval shall be null and void. The applicant may request an extension of the approval deadline prior to the expiration of the period. Such request must be in writing and must be made to the Design Review Board. The Design Review Board may grant up to two (2), six (6) month extensions to the periods if the approved plan conforms to the ordinances in effect at the time the extension can be granted and any and all federal and state approvals and permits are current.
13. Any and all work on this site shall comply with all applicable federal, state and local regulations.

Chair Jones requested an estimated time of completion. Mr. Scott estimated February completion with the understanding that environmental soil testing is a component that could potentially hold things up.

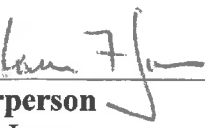
7. FUTURE AGENDA ITEMS:

Project Manager Gray informed the Board that there will be a sign application for the Bitter Creek Villas B&B on December 5, 2018. Planning Manager Beth Escobar added that will also have Mary Ellen Dunn presenting Board training at the same meeting.

8. ADJOURNMENT:

Board Member Prud'homme-Bauer made a motion to adjourn. The motion was seconded by Board Member Garvey and the meeting was unanimously adjourned at 7:30PM.

APPROVED BY:



Chairperson
Laura Jones

SUBMITTED BY:



Project Manager
Mike Gray